



Specific delivery requirements: Rovigo plant

ECOLAB Production Italy Srl Viale del Lavoro, 10 - 45100 Rovigo

1. Safety

All drivers will be required to comply with Ecolab safety policy and procedures. Site rules must be obeyed at all times.

The following standards are established and maintained at all Manufacturing Plants and apply strictly to all employees, contractors, and visitors. Late shipments must notify immediately if the delivery will be late.

At a minimum, the following Personal Protective Equipment must be worn:

- Long sleeved shirts
- Full leg plants
- Hard hats
- Safety glasses with side shields (norm EN 166)
- Safety chemical resistant shoes with toe protection and chemical resistance
- High visibility clothing

All visitors must comply with the below safety requirements:

- NO alcohol, NO smoking, NO passengers are allowed on site.
- Driver must understand at least the language of the country of delivery and/or English.
- Plant speed limit of 5 Km/H.
- The driver entering the plant must announce himself by the intercom on the main gate and follows the instructions of the assigned personnel.
- The truck must safely be placed in the unloading area, the driver has to give the delivery documentation to the warehouse desk office and the key of the vehicle must be left in deposit.

2. Package labeling and delivery documentation:

All containers (drum, porta-feeds, bulk, bags, packaging materials etc.) must show:

- The raw/packaging material number, vendor lot or batch number, weights must be aligned with the delivery note. The delivery note must show all the previous information and the ECOLAB material code.
- Lot or Batch numbers must be traceable to a manufacturing date.
- Weights on all containers must have gross, net and tare weights clearly shown and must match all paperwork.
- Labeling of hazardous goods must comply with current regulations
- Labels must have expiry dates.

3. Package Standards:

- Unless required: Porta-Feed units, Drums/IBCs must be clean, sealed and labeled properly as per general requirements (paragraph 2), have no leaks, loose bungs, dents or use reconditioned sign, and be in serviceable condition
- Product labels must adhere to containers.

- Bags must be palletized and stacked straight, interlocked and shrink wrapped.
- Pallet must be of adequate strength to support material. No torn bags accepted or broken pallet.
- Containers must comply with current Packaging (Essential Requirements) Regulations
- UN packages must be used for dangerous goods.
- Packaging materials: pallets EPAL cm 80x120 used in good condition.
- Raw materials: pallets EPAL 80x120 or cm 100x120 both used and in good condition.

4. Bulk shipments:

- Shipped quantity must be within 2% or 200 kg (whichever is greater) of quantity ordered. Actual weight accuracy must still be +/- 1% of weight on shipping papers.
- Tank trucks must have proper unloading equipment, valves, fittings, adaptors, pumps, proper tank metallurgy, specified unloading (rear or belly), safety equipment including harness, instructions, and clean, dry chemical hose for product on the truck.
- Bulk loads must have 2 handrails unless the tanker has the facility to be vented from the ground so no top access is required.

5. MSDS

- At first shipment, and upon each revision, a copy of the Material Data Sheet (MSDS) must be mailed to: EURRawMaterialSpecifications@ecolab.com

6. Certificate of Analysis

COA IS MANDATORY FOR UNLOADING THE GOODS.

Each COA must include the following information:

- Company Raw Material Number
- Trade name and/or chemical name
- Purchase order number
- Plant address of Q.A. Laboratory
- Lot or batch number (Preceded by the word "lot" or "batch") ONLY ONE LOT OR BATCH PER SHIPMENT. Prior approval is required from Purchasing if the supplier cannot meet this requirement.
- RM production date.
- RM expiration date.
- Analyst name and the telephone number (in case of problems with the shipment)
- Supplier name and address – Distributors must provide the name of the approved manufacturer on each COA.

Each COA must be attached to the shipping papers in an envelope marked "COA" and must accompany the shipment. Please also follow plant specific COA mailing requirements below:

laboratorio.rovigo@ecolab.com

7. Site Access

Warehouse opening hours:

Monday – Thursday: 8.00 – 12.00 / 14.00 – 17.00

Friday: 8.00 – 12.00 / 14.00 – 15.00

8. Send goods to:

Ecolab Europe GmbH /c.to
 ECOLAB Production Italy Srl
 Viale del Lavoro, 10 - 45100 Rovigo
 T +39 0425474747 F +39 0425474480

9. Payer (Legal Entity name):

Please follow the instruction from the PO

10. When sending your invoices to Ecolab please use ONE of the below methods:

- Mailing address

Iron Mountain
c/o Ecolab
PO Box- 140 IT
SK-820 15 Bratislava

- Email address

AP-documents.IT@ecolab.com

By sending invoices please make sure you adhere to the following requirements:

- Always indicate the PO number on the invoice.
- Only PDF/A format is accepted
- Invoices including attachments must be scanned and sent as 1 pdf
- One invoice = one pdf (no multiple invoices in one pdf allowed)
- Maximum 20 invoices in one e-mail
- In one e-mail only invoices for 1 Nalco\Ecolab legal entity allowed.
- The text field of your e-mail will not be considered.
- The email size cannot exceed 5mb

11. Invoice related queries:

Name: Vendor Service Desk

Email : AP-Service.IT@ecolab.com

Phone: (+39) 023 604 7031